

REQUEST FOR PROPOSALS (RFP)
ADAMS ROAD
ROADWAY AND DRAINAGE IMPROVEMENT PROJECT
CONTRACT NO. DPW-1502

PLEASE REGISTER AS A PLAN HOLDER AT THIS [LINK](#) TO OBTAIN ANY
AMENDMENTS OR ADDITIONAL INFORMATION.

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BACKGROUND AND INTRODUCTION

The Town of Grafton is requesting proposals (RFPs) for design and engineering services for roadway and drainage improvements along Adams Road from Merriam Road to approximately Estabrook Road.

Chapter 90 funds will be utilized for design services. Therefore, all firms submitting proposals shall be pre-qualified by MassDOT for Basic Roadway Design.

The consultant scope of service includes Survey, Design, Engineering, Environmental Permitting, Bidding and Negotiating, and Limited Construction Phase Services as outlined herein.

This RFP has been structured to comply with all applicable Massachusetts General Laws. All respondents to the RFP must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.

Proposals will be accepted in the Department of Public Works at 30 Providence, Road, Grafton MA 01519 office until 11:00 a.m., September 17, 2015.

If any changes are made to this RFP, addenda will be issued. Addenda will be mailed or faxed to all bidders on record. All questions regarding the RFP must be submitted in writing. Verbal responses by Town staff or others are not valid. Submitters must submit all questions in writing no less than seven (7) days prior to the bid opening date and time. Questions in writing shall be submitted to: Brian Szczurko, Grafton Engineering Department.

A response to all questions submitted in writing will be provided in the form of an RFP Addendum to all bidders of record. In order to facilitate this process, questions and responses will be transmitted by fax and/or e-mail with hard copy to follow by mail.

A bidder may correct, modify, or withdraw a proposal by written notice received by the Town prior to the deadline set for the proposal submittal.

The Town may cancel this RFP, or reject in whole or in part any and all bids, if the Town determines that cancellation or rejection serves the best interests of the Town.

All bid prices submitted in response to this RFP must remain firm for one hundred twenty (120) days following the bid opening.

SCOPE OF SERVICE

DESCRIPTION OF SERVICES

The Town of Grafton is seeking a consultant to provide engineering services to prepare construction documents for the reconstruction of Adams Road from Merriam Road to approximately Estabrook Road in Grafton, Massachusetts. The Town will utilize Chapter 90 funds for the design and Town Funds to perform the construction work with no involvement from MassDOT or the TIP. The services shall include the following:

- Field reconnaissance
- Preliminary design
- Environmental assessment and permitting
- Final design
- Right-of-Way Actions
- Bidding & Negotiation
- Construction Phase Services

PROJECT LIMITS

The project extends along Adams Road from Merriam Road to approximately Estabrook Road, a distance of approximately 3,000 LF.

DESCRIPTION OF IMPROVEMENTS

The design services will include the following:

- rehabilitation of the existing poor pavement
- minor alteration of the horizontal and vertical geometry
- minor utility system adjustments
- installation of a closed drainage system
- installation of signs and pavement markings
- traffic management

FIELD RECONNAISSANCE

Highway Survey

The Consultant shall conduct a topographic survey within the project limits to include the following:

Establish horizontal and vertical control.

Establish coordinates and closed set of base lines for streets.

Locate surface detail including signs, utility poles, driveways, isolated trees with species and sizes, fences, walks, mail boxes, etc.

Locate edge of pavement, shoulders, sidewalks, etc.

Determine existing ground cross sections at driveways, private walkways and critical locations.

Locate utilities that are visible or marked out in the field.

Locate wetland flags with elevations delineating wetland boundaries.

Reduce, check, and plot survey data at appropriate scale. Surface detail shall include buildings, doorways, curbs, sidewalks, utility poles, utility covers, rights-of-way (ROWS).

Utility Research

The Consultant will obtain plans from private and public utilities within the project limits and plot the information on the prepared base plans.

Right of Way Research

The Consultant will research the roadway layout within the project limits for information regarding parcel ownership, deed restrictions, utility easements, etc. at the Town Assessor's office. Information obtained through ROW research will be drafted on the base plan.

PRELIMINARY ENGINEERING

Preliminary Design

The CONSULTANT will prepare a preliminary roadway plan for the reconstruction/rehabilitation of Old Upton Road. The CONSULTANT shall perform the following services:

Prepare graphic geometrics of existing roadway alignment.

Design a typical roadway section.

Define project limits, construction materials, and conceptual details.

Identify drainage easements required.

Identify limits of temporary construction impacts for the purpose of developing temporary construction easements.

Preliminary Estimate

A preliminary construction estimate will be prepared for use in budgeting the project.

ENVIRONMENTAL ASSESSMENT AND PERMITTING

The proposed project may result in temporary wetland impacts due to proposed drainage outlets. The scope is as follows based on this assumption:

Wetland Delineation

The CONSULTANT will delineate and flag the boundaries of wetland resource areas adjacent to the project in accordance with the Massachusetts Wetland Protection Act Regulations (WPA) and the U.S. Army Corps of Engineers (ACOE) Wetlands Delineation Manual. The CONSULTANT will prepare a technical memorandum that describes the wetland areas and details the delineation methods that were used.

Preparation of a Notice of Intent

The construction of the project and installation of drainage outlets may require work within the regulated buffer zone. The CONSULTANT will prepare a Notice of Intent (NOI) for filing with the Grafton Conservation Commission and the Massachusetts Department of Environmental Protection (DEP). The CONSULTANT will prepare the following Notice of Intent documentation:

- The State Notice of Intent Form (Form 3);
- Stormwater Management Policy form (Appendix C);
- Site Description;
- Project Description;
- Mitigation Measures;
- Regulatory Compliance;
- Drainage and Stormwater Management Report; and
- Project Plans.

It is anticipated that three Conservation Commission meetings and one site walk, will be necessary to present the proposed improvements.

Stormwater Management

It is assumed that this project is defined as a "Redevelopment Project" as stated in the MassHighway Stormwater Handbook for Highways and Bridges. Redevelopment is defined under Standard #7 as, "Maintenance and improvement of existing roadways, including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems and repaving."

FINAL ENGINEERING

The CONSULTANT shall proceed with Final Engineering tasks as outlined below.

Final Design - Plans and Specifications

The CONSULTANT shall prepare the 100 percent Design Submissions for review and comment by the Town. Comments shall be considered and incorporated during this task.

It is anticipated that the pavement rehabilitation will be limited to reclamation with minor alignment modifications. However, cross sections may be needed to determine limits of construction, impacts on private property and to facilitate development of rights-of-entry or temporary construction easements. In the development of the final design documents and the preparation of the Contract Plans and Specifications, the CONSULTANT shall perform the following project tasks:

Roadway Design - Provide design plans and calculations for:

- Construction/materials layout
- Alignment, grading and drainage
- Pavement markings
- Sign Summary
- Typical Sections
- Cross sections to identify property impacts and grading
- Construction details
- Traffic Management Plans

Utilities - Coordinate with municipal and private utility companies to establish relocation and/or modification procedures and schedule for existing utilities to be compatible with proposed improvements.

Special Provisions - Prepare Special Provisions to the Standard Specifications based on the Standard MHD Specifications for Highways and Bridges.

Construction Phasing - Develop traffic management plans that will permit access to adjacent properties during construction, and manage traffic through the construction zones.

RIGHT-OF-WAY ACTIONS

Right-of-Way Plans

Permanent drainage easements and right of entry forms may be required from property owners to construct the proposed improvements.

The roadway improvements are expected to be within the existing Town layout, but may require right of entry forms for work outside the layout including rebuilding existing driveways and walkways.

The CONSULTANT will prepare a Preliminary Right-of-Way Plan to identify and define the limits of work along each property, required to construct the proposed improvements.

The CONSULTANT will obtain copies of the deeds for properties affected by the necessary acquisition of permanent drainage easements.

The CONSULTANT will prepare a Right-of-Entry Form for each property where construction is required outside the road layout.

The Easement Plan and written description will be prepared to show all drainage easements on one plan in conformance with Registry of Deeds standards and requirements, stamped and signed by a Land Surveyor registered in the Commonwealth of Massachusetts for recording at the Registry.

PROJECT MEETINGS

The CONSULTANT will attend project meetings with the Town and other groups as required for the project. Services include preparation, travel, attendance, supporting graphics and documentation in the form of meeting notes.

Public Meetings/Hearings

The CONSULTANT will attend public meetings/hearings with the Town, as required.

BIDDING AND NEGOTIATING

The CONSULTANT shall assist the Town by advertising for the project in the Central Register to solicit construction bids. The CONSULTANT shall maintain a record of prospective bidders to whom Bidding Documents have been issued, attend a pre-bid conference, and receive and process deposits for bidding documents. The CONSULTANT will also issue addenda to interpret and/or clarify the bidding documents; assist the Town in determining the acceptability of alternatives proposed by contractors, attend the bid opening, prepare bid tabulation sheets, and assist the Town in evaluating bids or proposals. The CONSULTANT shall also assist the Town in selecting a contractor and awarding the construction contract.

CONSTRUCTION PHASE SERVICES

The CONSULTANT shall provide construction phase services limited to interpretations and clarifications of the contract documents, shop drawing review, and field inspection to assess substantial completion and punch list items.

QUALIFICATIONS

The consultant shall be qualified in the areas of roadway engineering, stormwater management, environmental permitting and construction administration sufficient to execute the project scope as outlined above. The Town has extensive GIS data available to the consultant selected. If necessary, information on public utilities may be found from the Grafton Water District, Grafton Sewer Department and other utility providers.

Proposal Format: Proposals must not exceed a total of 50 pages, double-sided for 100 pages of print, including all resumes and qualifications. Proposals should be organized according to the following format.

1. Cover Letter – Consultant/team introductions, name and address of the contact person, names of other team members, availability, experience and role in the project team. In addition three client references of similar project type shall be supplied.
2. Experience in similar projects shall be included in this section.
3. Location - Location of the team, team member offices and project manager.
4. Approach - Prepare a brief recommended project approach.
5. Project Schedule - Propose a work schedule based on construction taking place during summer months.
6. Sealed and separate price proposal - The project will be awarded on a lump sum basis according to the phasing established in the scope. A schedule of professional rates shall also be attached for follow-on services as needed.

SUBMITTALS

Submit three (3) hard copies and one (1) CD-ROM of proposals to: Grafton DPW, Attn: Brian Szczurko, 30 Providence Road, Grafton, MA 01519. **Proposals are due by 11:00 a.m. on Thursday, September 17, 2015.** Proposals received after this time will not be considered. The Town of Grafton reserves the right to prepare a short list of eligible proposals that may require consultant/team interviews.

SCHEDULE

The selected consultant should commence work within two (2) weeks of receipt of a Notice to Proceed, and have final construction bid documents ready for bid by February 26, 2016.

SELECTION CRITERIA

Proposals will be judged based on factors including but not limited to the following:

1. Understanding of the project objectives and work tasks.
2. Consultant qualifications including structure, organization, background, resources, personnel experience, demonstrated competence and performance ability in engineering and urban streetscape design, as well as demonstrated success on similar projects.
3. History of client satisfaction based on reference checks.
4. Clear, creative and reasonable project approach.
5. Personnel qualifications including education and experience of key team members assigned to the project.
6. Quality of presentation including graphics, verbal skills, time management and response to questions.
7. Adequacy of response to scope.
8. Value and competitiveness of the proposed fee for the Scope of Services offered (to be opened at the completion of the qualification evaluation).